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February 22, 2017

TO: Chief School Administrators
Charter School and Renaissance School Project Leads

FROM: Jeffrey B. Hauger, Ed.D., Director
Office of Assessments
Division of Talent and Performance

SUBJECT: Partnership for Assessment of Readiness for College and Careers (PARCC)
Summer 2017 Algebra I, Geometry, and Algebra II Test Administration

This memo provides districts with a schedule and information for the Partnership for Assessment of Readiness for College and Careers (PARCC) Summer 2017 Administration.

Over the past few months, the New Jersey Department of Education (NJDOE) has received several inquiries from districts regarding students who complete mathematics courses such as Algebra I over the summer and the inability for these students to take a PARCC assessment when they are enrolled in the course. The NJDOE convened a group of New Jersey educators and, based on their feedback, will offer a summer administration of the PARCC assessment for Algebra I, Geometry, and Algebra II.

All students *enrolled* in a summer credit-bearing mathematics course (Algebra I, Geometry, or Algebra II) will need to be administered the associated PARCC assessment. Both the Computer-Based Assessment and Paper-Based Assessment will have a two-week testing window running from **July 31 through August 11, 2017**.

By May 22, 2017, the NJDOE will complete state-level activities to prepare for the summer testing. After the NJDOE completes these activities, districts will be able to upload their Student Registration/Personnel Needs Profile (SR/PNP) files directly to PearsonAccess^{next} beginning June 5, 2017 through June 9, 2017.

The summer testing is different than spring testing in that **districts must upload their summer student SR/PNP data files directly to Pearson and NOT through NJSMART**. If you have any issues with the student registration file upload, contact the Pearson helpline directly at (888) 493-9888 or parcc@support.pearson.com. Districts **should NOT** contact NJSMART regarding the PARCC summer SR/PNP upload process. **Please review the [“2017 PARCC Test Administration Key Dates”](#) document for more information.**

The PARCC assessment is a computer-based assessment and the majority of students should be administered the assessment on a computer. In limited circumstances, students who will not be able to be administered the assessment via computer will need to take the assessment using paper and pencil. **Paper and pencil versions of the assessment must be ordered via the additional orders process**

beginning on June 30, 2017. The NJDOE will review the SR/PNP uploads and may call districts to verify the accuracy of the student counts or delivery mode if any anomalies are detected.

Since summer school courses might include students from neighboring districts, the NJDOE has provided guidance to districts to ensure the appropriate district/school receives the student results of the PARCC assessments. **The “[2017 PARCC Summer Administration Student Registration Guidance](#)” document should be reviewed carefully.**

District test coordinators and technology coordinators must review the school staff who have access to PearsonAccess^{next} and determine if any changes or modifications are needed to these user accounts. In addition, some user accounts may need to be deleted from PearsonAccess^{next} including accounts for staff who no longer work in the school or district, as well as staff whose positions have changed and should no longer have access. As in past test administrations, users within PearsonAccess^{next} will receive email updates, so it is crucial to keep the users list up to date. Refer to the online document, “[How to Export and Save a Copy of Users in PearsonAccess^{next}](#),” which explains how to modify, add, or delete users in the Pearson system.

For questions regarding the summer test administration, please check [PARCC online resources](#) for updates or contact Veronica Orsi, the NJDOE’s PARCC high school coordinator, at (609) 292-8739 or veronica.orsi@doe.state.nj.us.

JBH/

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